

18 September 1974

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT: Orientation for Spouses of New Employees

1. The Administration Advisory Group has received a suggestion we feel warrants your consideration.

2. The Agency has for many years had a program of orientation for people entering on duty. It has been suggested that the spouses of these new employees also receive some type of orientation. Particularly in this organization, it would appear to be beneficial for several reasons. Information concerning the functions and activities of the Agency often are misrepresented to the general public and new employees and their spouses come here with, in many cases, substantial amounts of misinformation and misgivings; becoming acclimated to the Agency's environment would be facilitated if the spouse was supportive and knowledgeable to some extent of its operation; it could accomplish only worthwhile objectives from a public relations standpoint to show that the Agency is concerned about these issues; unlike in other organizations, new Agency employees may be reluctant to discuss their jobs, even aspects which are perfectly permissible, due to the aura of secrecy surrounding its operation. Such a reaction tends to give spouses poor attitudes when they are typically quite interested in the job of the husband or wife.

3. The form of such an orientation would not need to be overly elaborate. Certainly something on the order of the Intelligence and World Affairs Course is not warranted. However, a two-to three-day orientation process should accomplish this effectively. We recommend this subject for your consideration.

The Administration Advisory
Group

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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: <p>Reference is made to the attached AAG suggestion that an orientation program be established for the spouses of new employees. The DD/A would very much appreciate receiving your comments or recommendations concerning the feasibility or advisability of such a process. He will meet with the AAG later in October to discuss this.</p> <p>Suspense: 18 October 1974.</p> <p style="text-align: center;"><i>[Signature]</i> LJD</p> <p>Att: DD/A 74-3703</p>					
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FROM: NAME, ADDRESS AND PHONE NO.				DATE	
Executive Officer to the DD/A 7D 26 Hqs, x6535				30 Sep 74	
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